MISSISSIPPI DEPARTMENT OF TRANSPORTATION

Public Transit Division

September 30, 2013

Automated Reporting System (ARS) (Windows XP, Vista and Windows 7)

Please read ALL of this information carefully!

You can download ARS reporting program from the Public Transit website:
http://mdot.ms.gov/portal/Public_Transit.aspx?open=Programs

You may copy and paste the link above into your browser to access the files. Alternatively, you may go to the MDOT website (www.mdot.ms.gov), click on divisions and select "Public Transit". On the bottom left of the webpage, click on "ATDS/ARS Reporting Files"
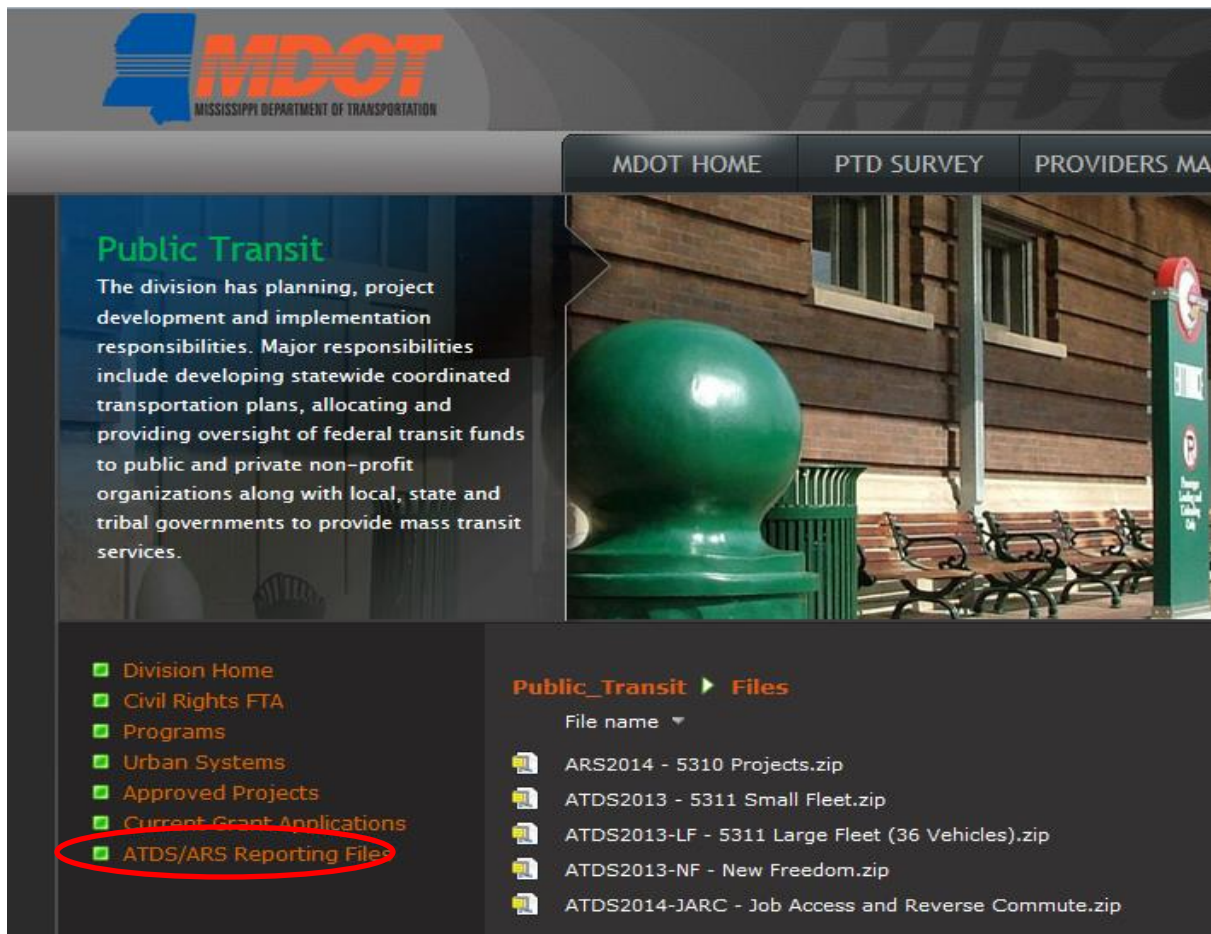
Once you click on "ATDS/ARS Reporting Files" it opens a page showing setup files for five programs as shown below:
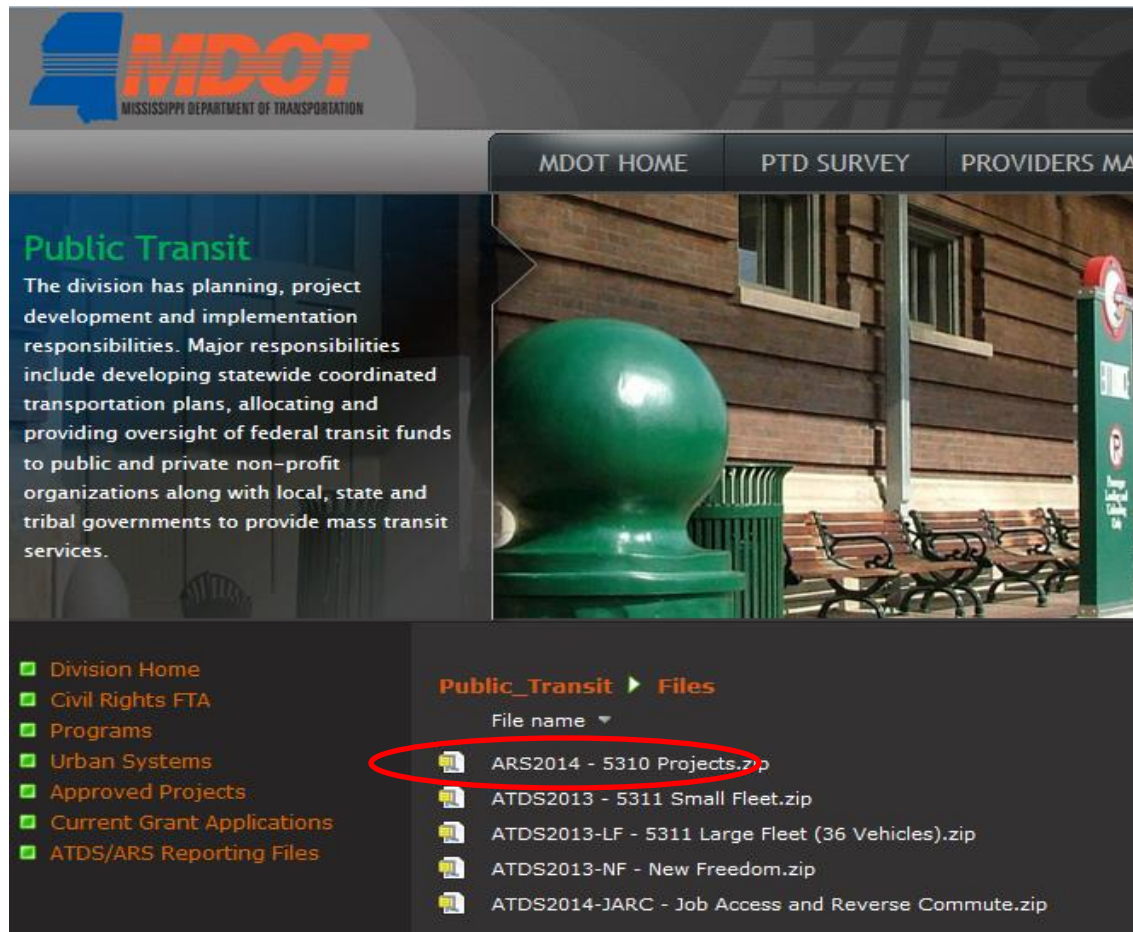

1. Click on the appropriate link for the program you are funded for; **ARS2014 is the reporting program for 5310 Providers**

    Windows XP and Vista: Once you click on the appropriate link, a box will open asking whether you want to "Open" or "Save" the file. **Be sure to click on Save.**

Note: If you are using internet explorer and Windows 7, a window similar to the one below will open. Click on **save as and save file on desktop.**
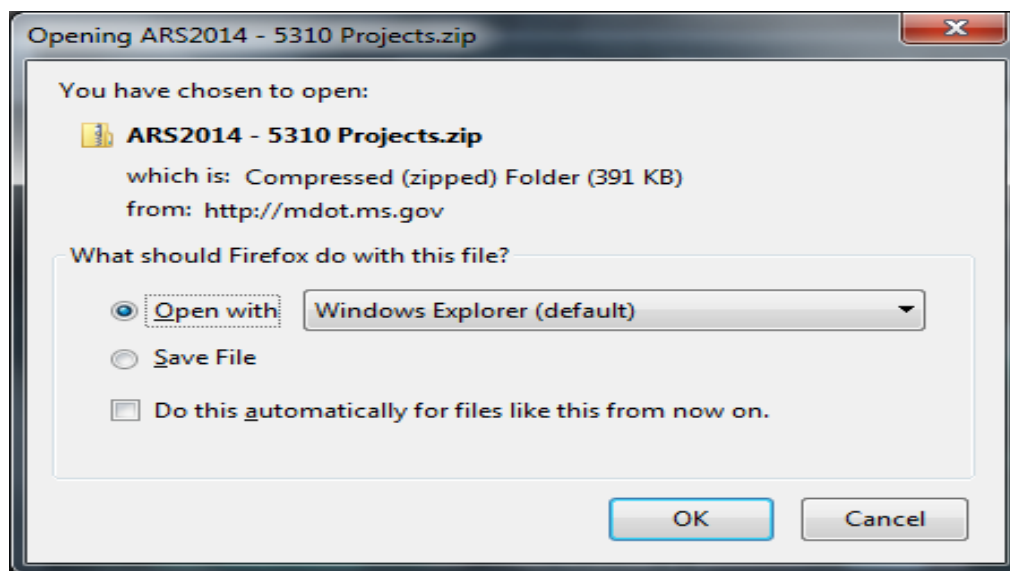
2. If you use Windows XP, First, change the "Save In" or "Save As" dropdown box to Desktop. (This will save the file to your Desktop so you can easily find it. Then click the "Save" button.
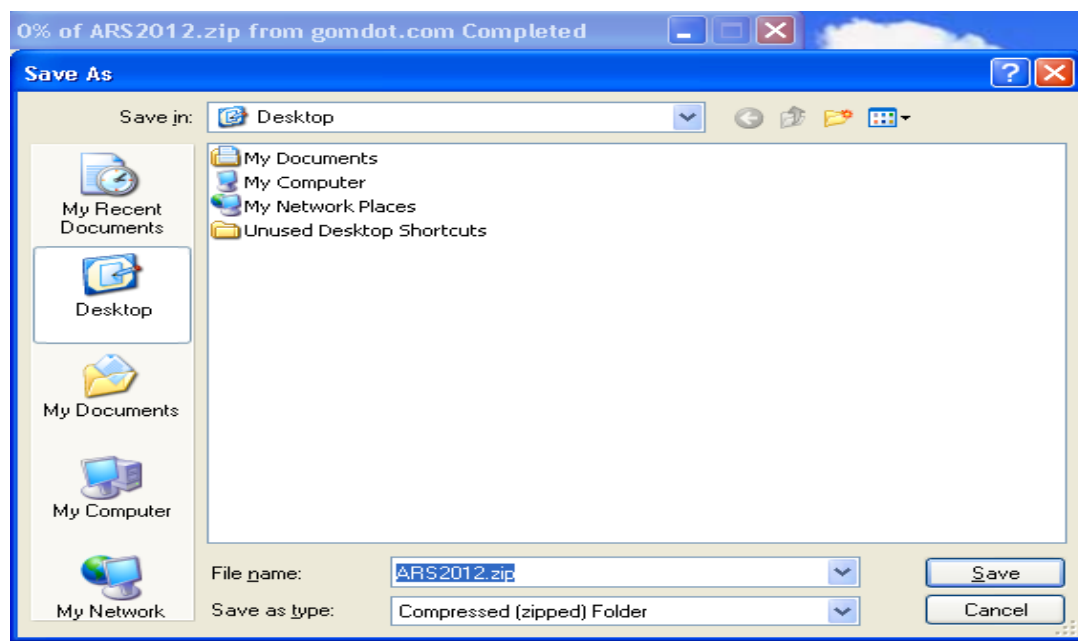
3. After the download is complete, close all windows and find the file on your desktop.
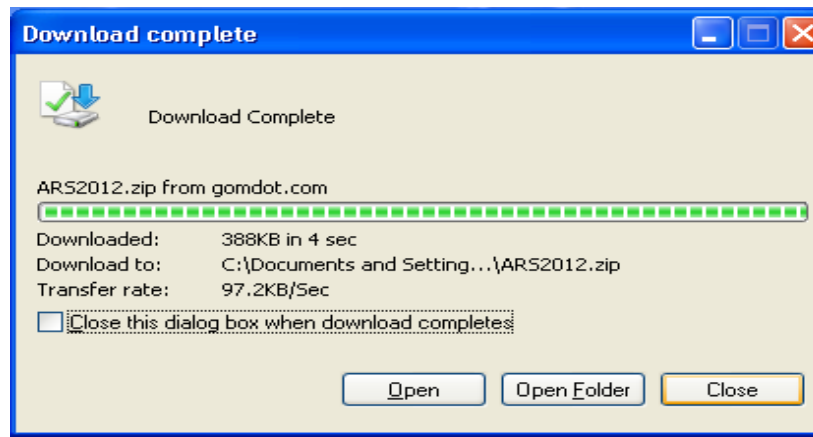
<u>REMEMBER THE FILE NAME FOR THE PROGRAM SETUP YOU SELECTED TO BEGIN THE DOWNLOADING PROCESS WILL SHOW UP IN THE DESKTOP WINDOW ABOVE AND IN THE OTHER DIALOGUE SCREENS. CONTINUE TO FOLLOW THE STEPS AS INDICATED.</u>

4. Locate the compressed (zipped) folder on your desktop.

If you have other versions of Winzip installed on your computer, your zipped file will look like the this image:


5. **Windows XP users**: Right-click on the zipped folder and choose "open with" "Compressed (zipped) Folders". (If you have Winzip installed on your computer, you can simply double-click the file)
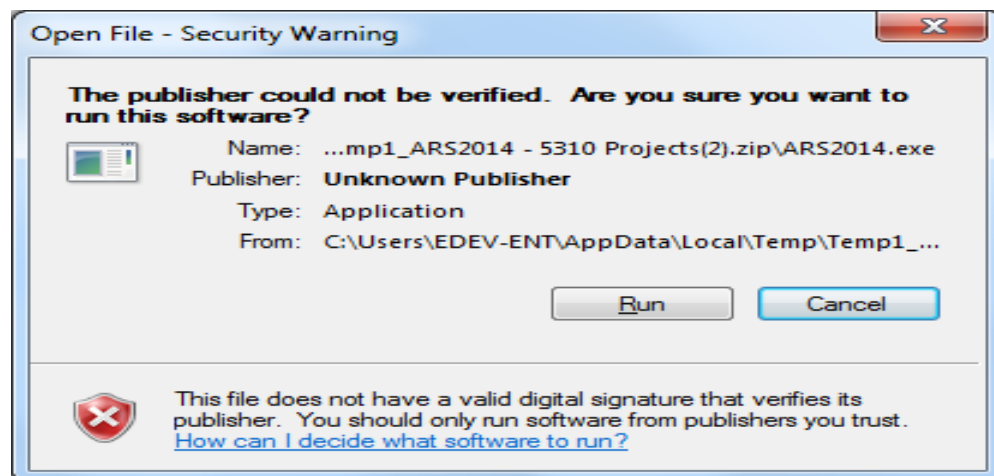
NOTE: If you use Windows Vista or Windows 7 Double-click zipped file and move to step 6 or 7
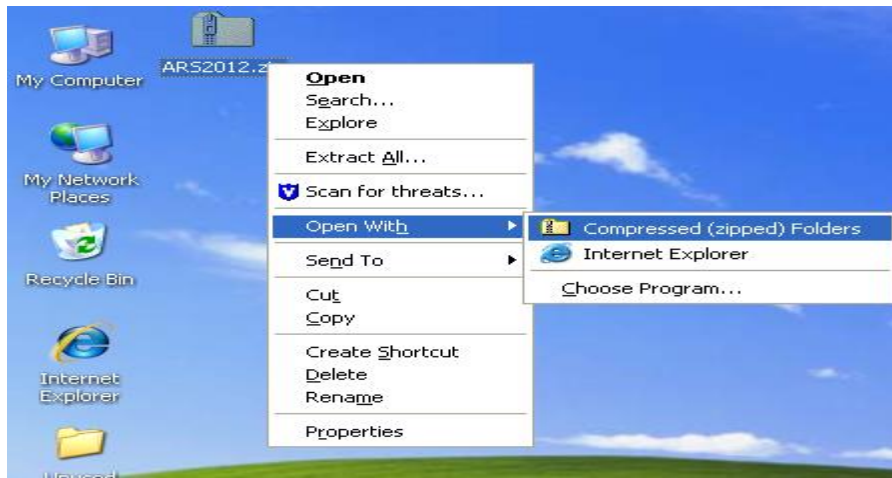
The zip file opens and you will see the file selected as **ARS2014.exe** or **ARS2014** Setup File (for Windows7 or Vista)
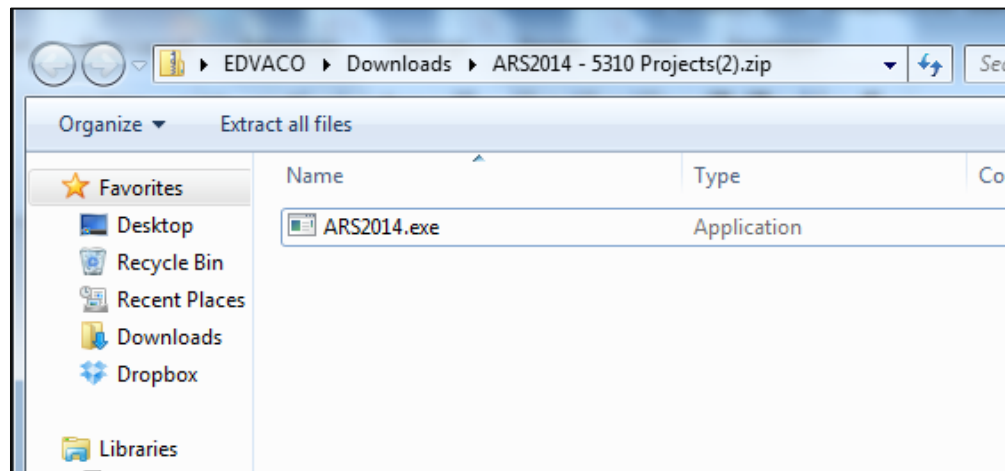
6. Double-click this file. If dialog box appears **click "run"**
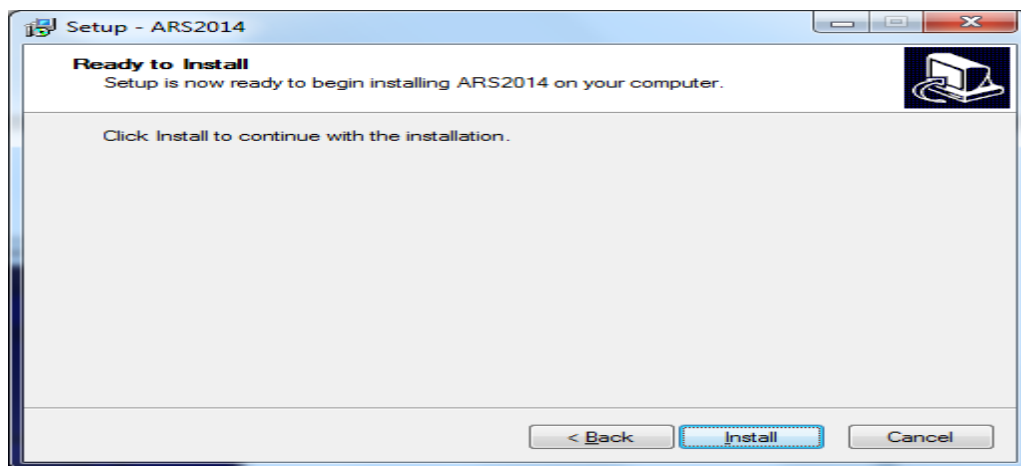

> **Note**: if you use Vista or Windows 7 User Control dialogue box will pop up. Click "yes" to allow

7. The setup will begin and you click on the **"Next"** button.
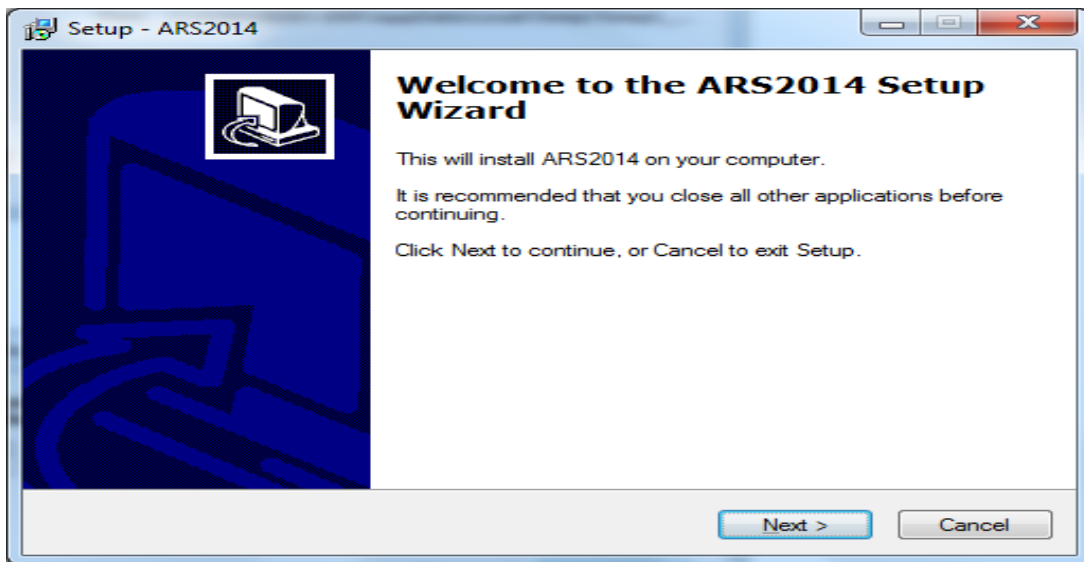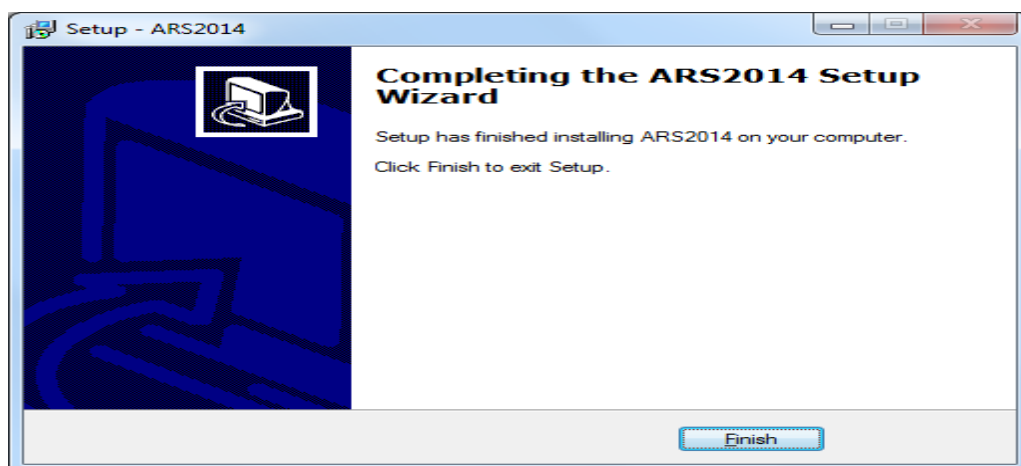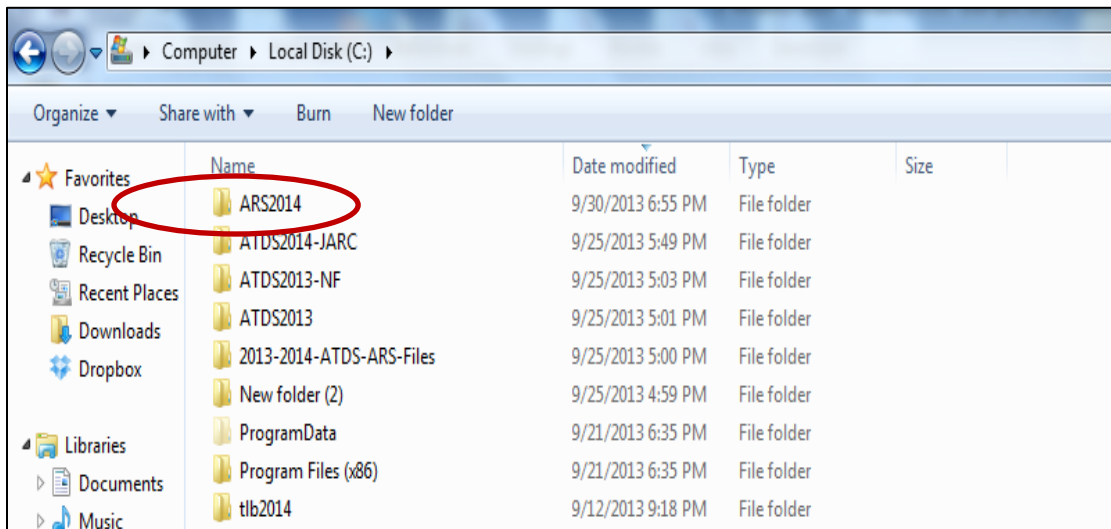
8. Then click the **"Install"** button.


9. Finally, click the **"Finish"** button.

This process will install all the ARS reporting files in a folder named **ARS2014** on your **C drive.**

Note: You should delete the "ARS2014.zip" file from your desktop when you are finished to eliminate the possibility of running it again and overwriting your files with blank files sometime in the future.

When you open the ARS2014 folder located on your C: drive, you should see all excel reporting files you need. See example below.
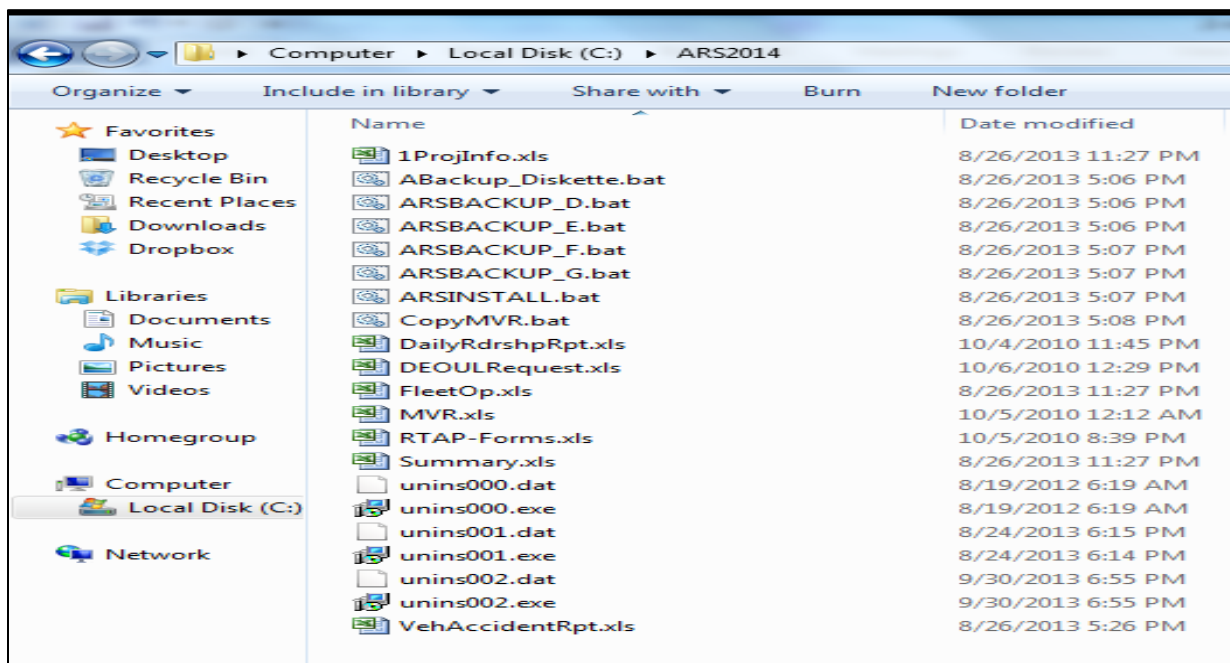
If you are an existing provider, and therefore have an existing Master Vehicle Record that you wish to copy from last year's system, type **c:\ARS2013\CopyMVR.bat** in the **Run** window and press the **Enter** key or click **OK**.

If you need to install it on any drive other than the "C" drive, call MDOT for additional instructions.

Once the program has been installed, start Excel. If you will be using ARS more often than any other program in Excel, you may wish to make the ARS2014 folder your default. If so, follow this

procedure: on the Excel menu, click **Tools**, and then click **Options**. Select the **General** tab, and find the "Default File Location" input box; Type: **c:\ars2014** in the box and click the **OK** button.

When you use ARS, *always* **open the "1ProjInfo" file first**, and all the other regularly-used files will be automatically opened. When you open ARS, you may see a message box that begins: "The workbook you are opening contains macros." Just click the **Enable Macros** button and continue. **Read all the instructions on the "Help" tab before you start using ARS**, and refer to them as needed thereafter.

IMPORTANT! When you open the "1ProjInfo" *be sure to read the Help tab. Complete the Project Information form* __first__ *entering your project name and other information. This is located in the* **"ProjInfo"** *tab*. *This should be followed by the Capital Equipment Inventory Report (CEIR).* **These forms are located on the "1ProjInfo" file. We STILL get reports sent to us with no organization name on them!**

It is essential that you read all the information in the Help tabs for each file before you begin to use the system, even if you are already familiar with ARS, as there are sometimes changes.

REMEMBER TO SEND ELECTRONIC COPIES OF YOUR SIX MONTH "SUMMARY" AND "FLEETOP" REPORTS BY EMAIL.

Sending Electronic Copy of report to MDOT- You are required to submit an electronic copy of the Six Month Summary ("Summary" and "FleetOp" reports via email to your project manager. **Please DO NOT Copy and Paste. Simply "Save As" a different file name (e.g. SMPDD- Summary and SMPDD- FleetOp) in your document or desktop. Compose your email, attach both files, and send.**

2011 Revision: A column has been added to capture **Mental Health** trips.

BACKUP PROCEDURE

Also Important: YOU MUST keep regular back-ups (preferably once a week). Several people have had to repeat hours or even days of work because back-ups were not being done. The back-up procedure is very simple. It is **highly** recommended that you do an extra back-up and store it off-site. It is also strongly recommended that you document your backup procedure as well as your off-site backup procedure in the event of personnel changes.

Backup To CD: Place a new CD in the CD drive to back-up files, access the C drive on your computer, locate the "**ARSBACKUP-[X]**" file located in C:\ARS2014 where [X] is the letter designating your CD drive and double-click the file to run the backup. When it finishes, remove the backup CD, label it as ARS2013-2014 Backup.

If you have any questions or need additional information, please contact PTD on (601) 359-7800.